

# COVID-19 EMR Medications - Generating Prescriptions for COVID at Home



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Generate COVID-19 EMR medications- prescriptions for COVID at Home.

1. Navigate to the Orders page and select **+ Add** |
2. Change the 'Type' to "Inpatient" to "Discharge Prescriptions"

Enter name to create sequence:

Search:  Advanced Options Type: **Discharge Prescriptions**

Up Home Favorites Folders Copy Folder: Common Search within: [ ]

Order Sets

**This step is important as ordering a medication as an 'Inpatient' Type will result in the order appearing on the MAR for administration. This is a risk if the patient represents to hospital\*\*\***

3. Enter the medication in the 'Search' field and select the desired medication and order sentence.  
Note: Details of the order sentence can be changed once it is selected

Enter name to create sequence:

Search: **endone** Advanced Options Type: **Discharge Prescriptions**

Up Search with:

- Endone 5 mg oral tablet
- Endone 5 mg oral tablet (1 - 2 tab(s), Oral, Tablet, 4 hourly, PRN for pain, Qty: 10 tab(s))
- Endone 5 mg oral tablet (1 - 2 tab(s), Oral, Tablet, 6 hourly, PRN for pain, Qty: 10 tab(s))
- Endone 5 mg oral tablet (1 tab(s), Oral, Tablet, 4 hourly, for pain, Qty: 10 tab(s))
- Endone 5 mg oral tablet (1 tab(s), Oral, Tablet, 6 hourly, for pain, Qty: 10 tab(s))
- Endone 5 mg oral tablet (1 tab(s), Oral, Tablet, QID, for pain, Qty: 10 tab(s))
- Enter to Search
- Endone 5 mg oral tablet 1 tab(s), Oral, Tablet, QID, for pain, Qty: 10 tab(s)

4. Ensure the details are correct and make any necessary modifications if required

Details for **oxycodone (Endone 5 mg oral tablet)** Send To: FH-4WES-MFD-01 on fhprint4 (from WH172342) in session 63

Details Order Comments Diagnoses PBS

*Dose	*Route of Administration	*Frequency	Duration	*Dispense	*Refill
1 tab(s)	Oral	6 hourly		10 tab(s)	0

Drug Form: Tablet PRN:

Special Instructions:  Reg 24:

PBS Status: <No Items> Indication:

PBS Restriction ID:  PBS Code:

PBS Approval Number:  PBS Script Number: 58,140,292

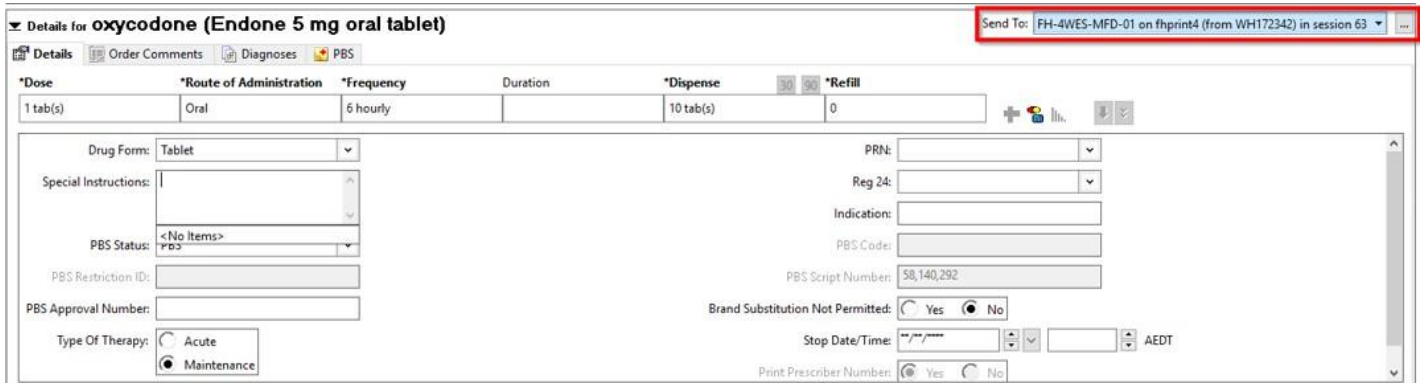
Brand Substitution Not Permitted:  Yes  No


Type Of Therapy:  Acute  Maintenance

Stop Date/Time:  AEDT

Print Prescriber Number:  Yes  No

5. Check the printer location – is this correct?



If not, click  to find your printer (see next page for how to select the printer).

6. Click **'Sign'** (and enter your password) to generate an outpatient prescription  
EMR will automatically print TWO copies:  
1) PBS (Medicare) Copy  
2) Pharmacist (Patient) Copy

7. Sign **both** copies and give **both** copies to the patient/pharmacist

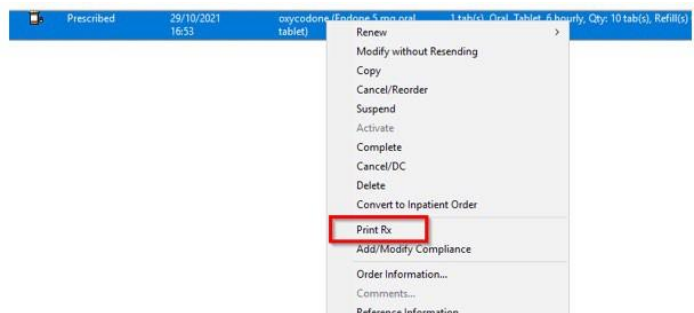
## Troubleshooting – Printing Issues

If your prescriptions haven't printed, first check the following:

1. Does the printer have PBS prescription paper? Ask the staff in-charge for further supply
2. Has the correct printer and/or tray been selected? See below to reprint the prescription

## How to Reprint the Original Prescription

1. From the Table of Contents, go to **Orders**
2. Select and highlight the *Prescribed* medication order. Hold the **Ctrl** key to select more than 1 order
3. Right-click over the highlighted order(s) and select **Print Rx**



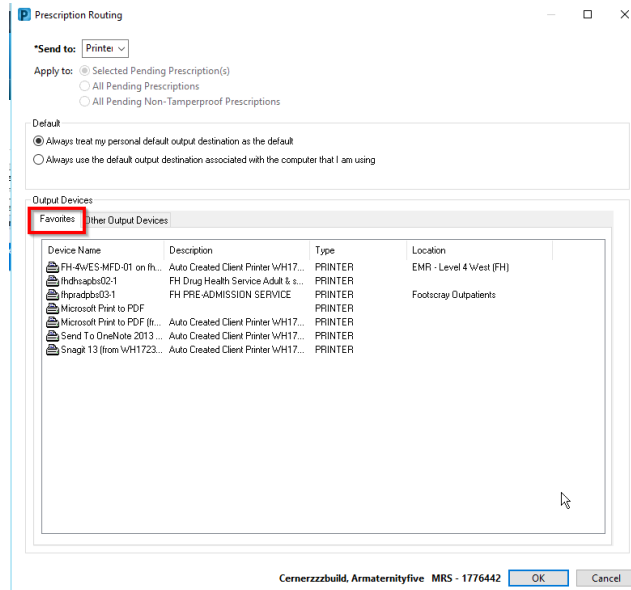


## How to Add a printer

There are two ways to add a printer

### 1. Via 'Favourites':

Select the Printer and click OK



### 2. Via 'Other Output Devices':

- Click the **plus icons** to drill down and find your location's printer
- If your location is not listed, click on **Unknown** to find your printer
- Select the desired printer and click OK
- \*You can also right click the printer and select **Add to Favourites**

